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2 December 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

25X1A

FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 2 December 1977

1. (U/AIUO) Retirement Activity: These figures depict total retirement activity for the period 10 August through 31 December 1977. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for options of discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 230 persons to go by 31 December, 68 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	49 (22)	55 (15)	104 (37)
Signed to go	49 (20)	69 (10)	118 (30)
Not signed but appear definite	1 (1)	7 (0)	8 (1)
	<hr/> 99 (43)	<hr/> 131 (25)	<hr/> 230 (68)

* 2. (U/AIUO) External Placement--Private Sector Reaction: The reaction of several companies to the personnel cuts in the Directorate of Operations has been very gratifying in terms of our external placement activities. Some of the companies previously contacted and a few new ones have called or written to identify positions that they thought might be filled by Agency employees involved in the reduction. In each case, reference has been made to the high caliber of Agency personnel.

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service. In addition, a representative of the Virginia State

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CL BY 012752
May be downgraded to
U/AIUO when separated
from classified
attachment

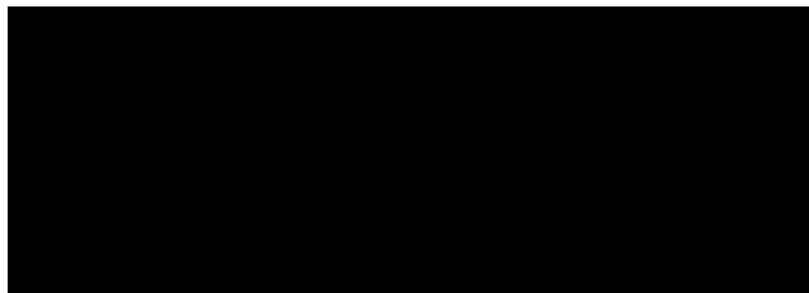
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Employment Service has contacted us to offer their assistance to anyone involved in the reduction.

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3. (U/AIUO) Reaffirmation of Retirement System Status: The following shows the status of the one-time reaffirmation memoranda for participants in CIARDS:



4. (U) Special Recruitment: Recruitment officials visited the American Chemical Society in Washington and used its Job Bank to locate paper chemists and analytical chemists for the Office of Technical Services. Twelve excellent resumes were obtained for evaluation by OTS.

5. (U) IG Survey--Recruitment: The IG Survey of Recruitment activities continued this week with interviewing of the personnel assigned to WARO. The Headquarters-based professional recruiters are to be interviewed next.

6. (U/AIUO) Exit Processing: There is a relatively large number of employees leaving on 30 December; i.e., approximately 70 retirees have already been scheduled for exit processing. Arrangements have been made to use Room 1A 07 to facilitate this activity and preliminary processing has already commenced.

7. (U/AIUO) Health Insurance Open Season: The Health Benefits Open Season began on 14 November and thus far 119 employees have elected changes in their enrollment. Our Association Benefit Plan has had a net increase of 74 while Blue Cross lost 35. The Open Season ends on 9 December 1977.

8. (U/AIUO) Comparability Study: At the request of the DCI Administrative Officer, Position Management and Compensation Division (PMCD) classifiers reviewed the secretarial grade structure in the Office of the General Counsel. Comparisons were made with other appropriate independent offices in the DCI area and the Agency Secretarial Grade Pattern Standard was applied resulting in the reallocation of a senior secretarial position to a higher grade.

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9. (U) Discussions with the General Services Administration: Position Management Compensation Division representatives contacted Position Management representatives in the General Services Administration (GSA) to discuss the types of work measurement standards/guides used for determining the number of Custodial type positions to be employed on various work forces and holdings. Arrangements have been made for further discussions with the GSA Superintendent of Custodial Service for Federal Buildings for detailed guidelines.

10. (U) Incentive Awards: A meeting was held with Mr. Richard Brangel, Director of the Office of Incentive Systems, Civil Service Commission, to discuss procedures for the submission of requests for certificates under the new Presidential Recognition Program. Mr. Brangel indicated during the meeting that he had just read this Agency's Annual Incentive Awards Report to the Civil Service Commission and was impressed with the caliber of coverage.

11. (U/AIUO) Regulations: We have forwarded the revision of [REDACTED], to the Regulations Control Branch.

12. (U/AIUO) Summer-Only Program: The Clerical Staffing Branch has mailed out 335 applications for summer employment as of 22 November 1977. Of these applications, 30 have been returned and 22 applicants have been contacted and scheduled for clerical and medical testing. The return rate is comparable to last year's at the same time.

13. (U) EAA Store: Poinsettias are in. They went on sale this morning at 10 o'clock. Cost: \$9.57 + tax = \$9.95.

14. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) The subject for the Agency Reserve Meeting on 5 December 1977 at 1745 hours in the Headquarters auditorium is "The BDI (NFAC)." The guest speaker for this meeting is Dr. Sayre Stevens.

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25X1A (2). (U) Arrangements have been made for Mr. Edward [REDACTED] of [REDACTED] to brief language students from William and Mary College on 9 December. These students are Russian and German language majors who will also be visiting other government agencies to explore the ways in which language skills are utilized. [REDACTED] recently made a presentation on this subject at Fairleigh Dickenson University.

STATSPEC

25X1A (3). (U) The Acting Director of Personnel and OP Division Chiefs will meet with the Acting Deputy Director for Administration concerning effectiveness indicators on 5 December.

(4). (U) We will continue working on consolidation of the Personnel Development Plan (PDP). All reports now received.

(5). (U) The Position Management and Compensation Division Orientation Course begins on 12 December.

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Att

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EA-D/Pers/[REDACTED]:rj (2 Dec 77)

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S E C R E T

1 December 1977

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (28 November-2 December) (U/AIUO)

1. (S) The following rehired civilian annuitant case was processed as a new hire:

DDA

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[REDACTED]

- Independent Contractor, OTR.

2. (S) The following rehired civilian annuitant case was approved for extension by the Acting Deputy Director for Administration:

DDO

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[REDACTED]

- Contract Employee, A/DDO/[REDACTED] one-year extension.

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CL BY: 063837

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